



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

May 20, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES:  
ESTABLISH CAPITAL PROJECT NO. 86991  
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT  
FOR THE DEPARTMENT OF HEALTH SERVICES AMBULANCE SERVICES  
PATIENT TRANSPORTATION PROJECT  
(FIRST DISTRICT) (3 VOTES)**

**SUBJECT**

Establish Capital Project No. 86991 for the Department of Health Services Ambulance Services Patient Transportation Project and approve the project budget and related appropriation adjustment to fully fund the project.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that this project is categorically exempt from the California Environmental Quality Act (CEQA) because the proposed modular building is substantially similar to the building being replaced.
2. Establish Capital Project (C.P.) No. 86991 for the Department of Health Services Ambulance Services Patient Transportation Project with a project budget of \$238,000.
3. Approve an appropriation adjustment to transfer appropriation and revenue in the amount of \$238,000 from the Fiscal Year 2007-08 Health Services operating budget to the C.P. No. 86991 to fully fund the project.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department of Health Services (DHS) to purchase and install a new modular building for its Ambulance Services Patient Transportation staff to replace the current dilapidated modular building used for the same purpose.

The DHS Ambulance Services Patient Transportation section currently occupies a modular building located directly behind the DHS Ferguson Drive Complex, in the City of Commerce. The trailers are used on a 24-hour basis as a staging area for dispatching ambulance drivers for the transport of patients. The building includes an office, two cubicles, restrooms, a break area and locker room space.

The existing building is deteriorated and has exceeded its useful life. The replacement building will be equal in size to the existing building (1,440 square feet) and will be located on the same site.

### **Sustainable Design Program**

The project will support your Board's Sustainable Design Program through the use of low volatile organic compound interior paint and the installation of an energy efficient heating, ventilation, and air conditioning (HVAC) unit to cool the interior space.

### **FISCAL IMPACT/FINANCING**

The total estimated project cost of \$238,000 includes \$143,355 for the purchase and installation of the modular trailer; \$23,301 for site preparation and utility connections; \$10,375 for design services; \$29,969 for jurisdictional approvals; and \$31,000 for change orders.

The attached appropriation adjustment transfers appropriation and revenue in the amount of \$238,000 from the DHS Fiscal Year 2007-08 operating budget to the Ambulance Services Patient Transportation Project (C.P. No. 86991) to fully fund the proposed project. The proposed Project Schedule and Budget Summary are shown in Attachment A.

### **Operating Budget Impact**

The project will have no impact on DHS ongoing operating costs.

## **FACTS AND LEGAL REQUIREMENTS**

DHS will contract with Design Space Modular Building, Inc., one of two County agreement vendors established by the Internal Services Department (ISD) for the procurement of modular buildings.

The contract contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safety Surrendered Baby Law), Board Policy No. 5.135; Contractor Employees Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding Design Space Modular Building, Inc.'s minority participation is on file with ISD and was selected upon final analysis and consideration without regard to race, creed, gender, or color.

County Counsel has approved the contract as to form.

This project is exempt from the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004 because the total project cost is less than \$500,000.

## **Implementation of Strategic Plan Goals**

These actions meet the County's Strategic Plan Goal of Service Excellence (Goal 1) by better equipping DHS to serve County agencies and residents.

## **Consistency with DHS Goals**

These actions meet DHS strategic goals by improving the delivery of health care services and enhancing the health of the residents of Los Angeles County.

The Honorable Board of Supervisors  
May 20, 2008  
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### **ENVIRONMENTAL DOCUMENTATION**

The project has been reviewed and determined to be categorically exempt under CEQA Section 15302 (b), because the new modular building replaces a modular building located on the same site and will have substantially the same size, purpose, and capacity as the building being replaced.

### **CONTRACTING PROCESS**

Preliminary design services for this project were completed by DHS Capital Projects Division in March 2008. ISD will contract with Design Space Modular Buildings, Inc., an agreement vendor, to fabricate and install the modular trailer.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed project will not adversely impact patient transportation provided by DHS Ambulance Services.

### **CONCLUSION**

Please return one adopted, stamped copy of this letter to my office, one to the Department of Health Services, and one to the Internal Services Department.

Respectfully submitted,



WILLIAM T FUJOKA  
Chief Executive Officer

WTF:JEF:DL  
JSE:DJT:SW:zu

#### **Attachments**

c: County Counsel  
Auditor-Controller  
Department of Health Services  
Internal Services Department

## ATTACHMENT A

**DEPARTMENT OF HEALTH SERVICES:  
CATEGORICAL EXEMPTIONS,  
ESTABLISH THE AMBULANCE SERVICES PROJECT, AND APPROVE AN  
APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 86991**

### I. PROJECT SCHEDULE

| Project Activity                    | Scheduled Completion Date |
|-------------------------------------|---------------------------|
| Issuance of Purchase Order          | 05/21/08                  |
| Installation/Substantial Completion | 09/21/08                  |
| Final Acceptance                    | 10/08/08                  |

### II. PROJECT BUDGET SUMMARY

| Budget Category                          | Proposed Project Budget |
|--|-------------------------|
| Programming Services                     | Included                |
| Plans and Specifications                 | \$ 10,375               |
| Project Permit and Inspection Fees       | \$ 29,969               |
| Construction                             |                         |
| Purchase of Trailers                     | \$ 143,355              |
| Change Order Allowance                   | \$ 31,000               |
| Site Electrical and Plumbing Connections | <u>\$ 23,301</u>        |
| Total Construction                       | \$ 197,656              |
| Data/Communications                      | Included                |
| TOTAL                                    | \$ 238,000              |

## COUNTY OF LOS ANGELES

## request for appropriation adjustment

department of Health ServicesDept's.  
No.

May 2, 2008

Auditor-Controller.

the following appropriation adjustment is deemed necessary by this department. will you please report as to accounting and available balances and forward to the Chief Executive Officer for his recommendation or action.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

3 - VOTES

SOURCES

HS-HEALTH SERVICES ADMINISTRATION  
A01-HS-6030-20000 \$238,000  
FIXED ASSETS-EQUIP  
DECREASE APPROPRIATION

EMS PATIENT TRANSPORTATION  
A01-CP-90-8938-65036-86991 \$238,000  
FEDERAL OTHER/CP  
INCREASE REVENUE

TOTAL: \$476,000

USES

HS-HEALTH SERVICES ADMINISTRATION  
A01-HS-90-9001-20000 \$238,000  
FEDERAL OTHER  
DECREASE REVENUE

EMS PATIENT TRANSPORTATION  
A01-CP-6014-65036-86991 \$238,000  
FIXED ASSETS-BLDG. & IMPROVEMENT  
INCREASE APPROPRIATION

TOTAL: \$476,000

JUSTIFICATION

Approval of the recommended actions will allow the Department of Health Services (DHS) to purchase and install a new modular building for its Ambulance Services Patient Transportation staff.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22

MAY 20 2008

Mela Guerrero, DHS-Controller's Division 5/5/08

Chief Executive Officer's Report

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Referred to the Chief  
Executive Officer for ---

action

Recommendation

auditor-controller

by *Karen Shikama*

Approved as Requested

as Revised

May 7

20

08

*John S. Edmister*  
Chief Executive Officerapproved (as revised):  
board of supervisors

20

no. 235

May 6

20 08

by

deputy county clerk

22 MAY 20, 2008

SEND 6 COPIES TO THE AUDITOR-CONTROLLER